



EMPLOYMENT COUNSELLOR

TEMPORARY FULL-TIME POSITION UNTIL JUNE 2021

LOCATION: Nanaimo Regional Office – #102, 3156 Barons Road

CLOSES: December 3, 2020 at 4:30 PM PST

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Employment & Skills Training team as an **Employment Counsellor** for the Vancouver Island regional office, located in Nanaimo, BC.

Reporting to the Regional Senior Project Managers, the primary objective of the role is to support Métis people in achieving sustained employment goals, by using a client-centered approach to identify strengths, skills and abilities, and address barriers.

KEY DUTIES AND RESPONSIBILITIES

General:

- Conduct formal needs assessments, including assessment of skills, education, experience, employment readiness, job search skills, and life and social skills; identify barriers, make appropriate referrals, and develop best next steps towards sustainable employment
- Work with clients to develop/update a collaborative return-to-work action plan including resume development, job coaching follow-up and outreach work that appropriately meets the clients' needs
- Administer, monitor, and track financial supports and services, including job-start supports, transportation supports, food supports, grooming kits, and other wrap-around financial supports related to long-term interventions
- In collaboration with the Communications Team, create promotional and informational materials for Métis chartered communities
- Prepare a variety of reports for the Senior Regional Project Managers

Education and Skills Training Support:

- Follow up with Métis people interested in education programs, ensuring they have received information and the application form
- Assist clients through the application process for skills training, ensuring completion and accuracy
- Guide students to resources to assist them in meeting admission needs
- Respond to telephone, in-person, or electronic inquiries regarding admissions application, timelines, and deadlines
- Provide information on program start and end dates, expectations, class times, attendance, and practicum placements
- Follow up with all students one (1) week before program start date to confirm students have all relevant information they need and that they are attending first day of class
- Request attendance information from instructors and monthly progress reports from students, and follow up with students as needed
- Provide ongoing in-person support to maximize successful completion of education and skills training program

Practicum Placement Support:

- Ensure students understand the requirements of practicum placements, including start and end dates, location, attendance, and workplace expectations
- Follow up with students to confirm they have all supports in place and that they are planning on attending first day of placement
- Request attendance and performance-related information from supervisors and follow up with students as needed
- Upon successful completion of practicum placements, transfer file to Job Coach

THE IDEAL CANDIDATE

- Three (3) years of experience in employment counselling or post-secondary education
- Combination of relevant experience, education, and training will be considered
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Competent assessment skills utilizing a comprehensive model, appropriate to the client's needs
- Excellent knowledge of labour-market trends, as well as employment and non-employment related services in the community
- Ability to write and format current industry standard resumes
- Career Development Practitioner certificate, an asset
- Experience working with a client management platform, such as ARMS, an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Ability to lead, problem solve, and make decisions
- Proven ability to utilize strong interpersonal skills to deal with others effectively
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision

- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel and other database/software required by the role

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC
- There will be a need to attend meetings and events which may require work and travel outside of the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY BY Thursday, December 3, 2020 at 4:30 PM PST.

Using Employment Counsellor in the subject line of your email, please send your resume and cover letter to:

Jason Chan
Senior Director of Employment and Skills Training
Métis Nation British Columbia
Email: jchan@mNBC.ca